

Application Form – Secondment to HCCH / UNIDROIT / UNCITRAL

Candidate No. _____
Official use only

Section A

PART 1 – PERSONAL PARTICULARS

1. Name in English	_____ (Surname) (Other names)	
2. Name in Chinese	_____ _____	
3. Date of Birth (DD/MM/YYYY)	_____ _____	
4. Gender	_____ _____	
5. Hong Kong Identity Card Number	_____ _____	
6. Are you a permanent resident of the Hong Kong Special Administrative Region?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Are you a Chinese national?	Yes <input type="checkbox"/> No <input type="checkbox"/> If available, HKSAR Passport Number and Expiry Date: _____ If you also possess any foreign passport or nationality, please provide details: _____	
8. Residential Address	_____ _____ _____ _____	
9. Correspondence Address (if different from the address given above)	_____ _____ _____ _____	
10. Mobile Phone Number	_____	
11. E-mail Address	_____	

PART 2 – SECONDMENT PROGRAMME(S) AND AVAILABLE PERIOD(S)

12.1 Please tick the secondment programme(s) that you would like to apply for. If you would like to apply for more than one secondment programme, please state your order of preference (i.e. 1 – first choice, 2 – second choice and 3 – third choice):

	✓		Order
(a)		Permanent Bureau of the Hague Conference on Private International Law (HCCH) in The Hague, the Netherlands (expected duration: normally 6 to 12 months unless agreed otherwise)	
(b)		International Institute for the Unification of Private Law (UNIDROIT) in Rome, Italy (expected duration: 6 to 12 months, renewable for a further period subject to the consent of UNIDROIT, HKSARG and the Seconded)	
(c)		# Regional Centre for Asia and the Pacific (RCAP) of the United Nations Commission on International Trade Law (UNCITRAL) in Incheon, Republic of Korea (expected duration: 1 year) (for application by civil servants confirmed to the permanent establishment serving at the rank of Government Counsel or Senior Government Counsel of the Government Counsel Grade only)	

12.2 Please indicate your available period(s) from September 2023 to the end of 2024 (i.e. MM/YYYY to MM/YYYY) for participation in the secondment programme(s) chosen by you in 12.1 above:

PART 3 – ACADEMIC ATTAINMENT AND LANGUAGE PROFICIENCY

13. Public Examination Results (in chronological order)

<u>Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)</u>	<u>Date Issued (MM/YYYY)</u>	<u>Public Examination (e.g. Hong Kong Diploma of Secondary Education Examination, Hong Kong Certificate of Education Examination)</u>	<u>Subjects and Grades</u>

14. Education (in chronological order)

<u>Schools, Colleges, Universities, etc. Attended/Attending</u>	<u>Class or Programme Attended/Attending and Qualification Obtained/ To be Obtained</u> (e.g. Secondary 1-6; Bachelors of Laws – First Class; Master of Laws)	<u>Mode of Attendance</u> (e.g. Full-time/Part-time on Campus, Distance Learning etc.)	<u>Date (MM/YYYY)</u>	
			From	To

15. Language Proficiency

English	<input type="checkbox"/> Native speaker <input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Basic
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	Results in English language proficiency test(s) (e.g. IELTS, TOEFL): _____
Other languages	Please state the language(s) and the relevant proficiency level(s): _____ _____ _____

PART 4 – PROFESSIONAL QUALIFICATIONS

16. Legal Qualifications in Hong Kong

16.1 Admission / Call in Hong Kong	
16.2 Date of Admission / Call (DD/MM/YYYY)	

17. Other Qualifications

<u>Professional Qualifications</u>	<u>Full Name of Issuing Authority</u>	<u>Level Attained / to be attained</u>	<u>Date obtained / to be obtained (DD/MM/YYYY)</u>

PART 5 – EMPLOYMENT RECORD

18. Full employment record to date (in chronological order)

<u>Name of Firm / Government Department / Organisation</u>	<u>Position Held (Full-time/Part-time)</u>	<u>Nature of Work</u>	<u>Date (MM/YYYY)</u>	
			From	To

Section B (Optional)

19. Are you a candidate with disability?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details: _____
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<p>20. Please specify whether you need special arrangement for attending selection interview(s).</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify the arrangement required for interview(s): _____</p>
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Candidates with disabilities are considered on equal terms with other applicants. Candidates may be required to provide medical proof of their disability upon request.

Section C

<p>21. Do you have any previous criminal conviction in Hong Kong or elsewhere?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details: _____</p>
<p>22. # Was a disciplinary decision made against you during your service in the Government? Are you now under any disciplinary action / disciplinary investigation taken by the Government?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details: _____</p>
<p>23. Was a disciplinary decision made against you by the Law Society of Hong Kong, the Hong Kong Bar Association, or any legal professional body outside Hong Kong, as the case may be? Are you now under any disciplinary action / professional conduct investigation taken by the Law Society of Hong Kong, the Hong Kong Bar Association, or any legal professional body outside Hong Kong, as the case may be?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details: _____</p>
<p>24. I attach herewith the supporting documents as stipulated in the recruitment advertisement.</p>	<ul style="list-style-type: none"> - A curriculum vitae <input type="checkbox"/> - A written submission <input type="checkbox"/> - ^ Previous written works (e.g. dissertation, published articles) <input type="checkbox"/> - Copies of certificates or transcripts for professional, academic and languages qualifications stated in Section A above <input type="checkbox"/> - ^ At least 2 letters of recommendation for the secondment (No. submitted:) <input type="checkbox"/> - ^ Supporting documents for previous employment <input type="checkbox"/> - Any other documents you consider appropriate <input type="checkbox"/>
<p>25. I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the Department of Justice any subsequent change of information provided, it will render me liable to (i) disqualification for secondment or (ii) termination of secondment, if already seconded to an international organisation.</p>	
<p>26. I consent to the Government, the HCCH, the UNIDROIT and the UNCITRAL making any necessary enquiries (a) for purposes relating to recruitment for and secondment to (i) the HCCH, (ii) the UNIDROIT or (iii) the UNCITRAL, as the case may be, and (b) for the verification of the information given above. I also authorise all government bureaux/departments and other organisations or agencies (whether in Hong Kong or elsewhere) to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference/performance appraisal report(s) from my current and/or previous employer(s) and an assessment from</p>	

the Bureau/Department to which I am currently posted as regards my suitability for secondment (if applicable) before offer of secondment; obtaining criminal or disciplinary records from any government bureaux/departments and other organisations or agencies; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant government bureaux/departments/institutions/agencies regarding my academic/language/professional qualifications and obtaining relevant records and transferring of such data to other government bureaux/departments/authorities/agencies for qualifications assessment).

27. I understand and accept that the information given above will be provided to government bureaux/departments and other organisations or agencies authorised to process the information for purposes relating to recruitment for and secondment to the HCCH, the UNIDROIT or the UNCITRAL, as the case may be, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

Date _____ Signature _____

(Please insert a "✓" in the appropriate box.)

Notes for Applicants:

- (a) The deadline for application is 4 May 2023 (Thursday). Applicants should submit duly completed application forms and supporting documents via the online portal at <https://eform.cefs.gov.hk/form/doi007/en/> by the deadline.
- (b) Please complete each item in block letters and in black ink. Items marked with “#” are only applicable to applications from employees of the Government of the Hong Kong Special Administrative Region of the People’s Republic of China (“Government”) while items marked with “^” are not obligatory for applications from employees of the Government.
- (c) Please ensure that all applicable parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate page(s) to be attached to the application form.
- (d) Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. You should particularly note that the Department of Justice, the HCCH, the UNIDROIT or the UNCITRAL may require you to provide specific details or additional information to support your application for the secondment. You should refer to the recruitment advertisement for such requirements in filling in this form. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the secondment(s).
- (e) The personal data provided in this form will be used for recruitment and other secondment-related purposes. It may be provided to government bureaux/departments and other organisations or agencies authorised to process the information for purposes relating to the recruitment for and secondment to the HCCH, the UNIDROIT or the UNCITRAL, as the case may be, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 24 months after rejection of the candidate’s application.
- (f) You are advised to make a photocopy of the completed application for your own reference.
- (g) You are required to promptly notify the Department of Justice if there are any subsequent changes to the information provided after submission of the application form.
- (h) For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact the subject officer of the Department of Justice as specified in the recruitment advertisement.
- (i) Enquiries can be made to Executive Officer (International Law) of the International Law Division via email at ventlchan@doi.gov.hk.